

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in formal/informal session on November 23, 2009, at 1:00 p.m. in Room 32 of the Courthouse, Commissioners Leslie Lewis and Mary P. Stern being present and Commissioner Kathy George attending by telephone.

Also present were Laura Tschabold, Administrative Services Director; John Gray, Jr., County Counsel; Pat Anderson, Human Resources; Murray Paolo, Information Services Manager; Doug McGillivray, Emergency Management; Brad Berry, District Attorney; Scott Maytubby, Assessor; and Hannah Hoffman, News-Register.

Commissioner Lewis called the meeting to order. Ms. Stern moved to allow Commissioner George to participate in the meeting telephonically. The motion passed, Commissioners Lewis, George, and Stern voting aye.

A. **PUBLIC COMMENT:** This thirty-minute time period is reserved for public comment on any topic other than a quasi-judicial land use matter or other topic scheduled for public hearing. Unless extended or restricted by the Chair or majority of the Board, public comment will be limited to three minutes per person. None offered.

B. **AGENDA:**

Personnel

1. **B. O. 09-782** - Consideration of ratifying the employment of Jessica Johnson as Office Specialist Technician in Emergency Management and Facilities Maintenance, regular part-time, Range 12, Step 2, retroactive to November 13, 2009.

Ms. Lewis moved approval of item B(1). The motion passed, Commissioners Lewis, George, and Stern voting aye.

2. **B. O. 09-783** - Consideration of ratifying the employment of Jerry Druery as Corrections Reserve in the Jail, part-time on-call, \$10/hour, retroactive to November 18, 2009.

Ms. Stern moved approval of item B(2). The motion passed, Commissioners Lewis, George, and Stern voting aye.

3. **B. O. 09-784** - Consideration of the employment of Jaclyn Branske as HS Specialist 1 in HHS Family & Youth, regular full-time, Range 17, Step 1, effective November 25, 2009.

Ms. George moved approval of item B(3). The motion passed, Commissioners Lewis, George, and Stern voting aye.

4. **B. O. 09-785** - Consideration of the change of status of Sarah Bates from 1.0 to .8 FTE in HHS Public Health, effective December 9, 2009.

Ms. George moved approval of item B(4). The motion passed, Commissioners Lewis, George, and Stern voting aye.

Contracts/Grants

5. **Tabled** - Consideration of approval of a modification of agreement between Yamhill County and Oregon State Police for development of the Doane Creek Communications Site.

Ms. Lewis stated that she would like to postpone this item until representatives from the Oregon Wireless Interoperability Network (OWIN) can meet with the Board to discuss plans for all of the communications sites. The Board tentatively scheduled the meeting for December 14, 2009.

6. **B. O. 09-786** - Consideration of approval of a memorandum of understanding between Information Systems and the City of Willamina for use of the county's GEMS financial software.

Murray Paolo stated that the city wants to move onto the county's system as soon as possible and has been working on the conversion process. Ms. Lewis moved approval of item B(6). The motion passed, Commissioners Lewis, George, and Stern voting aye.

7. **B. O. 09-787** - Consideration of approval of Modification #2 to Attachment M of the agreement between HHS Public Health and Mid-Valley Behavioral Care Network for the Post-Partum Depression Project.

Ms. George moved approval of item B(7). The motion passed, Commissioners Lewis, George, and Stern voting aye.

8. **B. O. 09-788** - Consideration of approval of a Business Associate HIPAA Agreement between Health & Human Services and Physicians Medical Center, effective November 23, 2009.

Ms. George moved approval of item B(8). The motion passed, Commissioners Lewis, George, and Stern voting aye.

9. Consideration of approval of the following amendments to the 2009-11 Financial Assistance Agreement #128033 between HHS Public Health and Oregon Department of Human Services:

- a. **B. O. 09-789** - Amendment #2;
- b. **B. O. 09-790** - Amendment #3.

Ms. George moved approval of item B(9). The motion passed, Commissioners Lewis, George, and Stern voting aye.

10. **B. O. 09-791** - Consideration of approval of Service Element Prior Authorization (SEPA) Approval Unit #420212 for the 2009-11 Financial Assistance Agreement #127319 between Health & Human Services and Oregon Department of Human Services, \$107,416.

Ms. George moved approval of item B(10). The motion passed, Commissioners Lewis, George, and Stern voting aye.

11. Consideration of authorizing HHS Public Health to apply for grants from the following agencies for an ACHIEVE project:

a. **B. O. 09-792** - National Association of Chronic Disease Directors (NACDD), \$75,000;

b. **B. O. 09-793** - National Association of City & County Health Officials (NACCHO), \$40,000.

Ms. George moved approval of item B(11). The motion passed, Commissioners Lewis, George, and Stern voting aye.

12. **B. O. 09-794** - Consideration of approval of Modification #4 to extend an agreement between the Commission on Children & Families and Court Appointed Special Advocates (CASA), \$26,880, retroactive to October 1, 2009, through June 30, 2010.

Ms. George moved approval of item B(12). The motion passed, Commissioners Lewis, George, and Stern voting aye.

Surplus Property

13. **B. O. 09-795** - Consideration of declaring a list of computer equipment as surplus county property to be sold on the county's website.

Mr. Paolo stated that the trial sale of a few items went very well. Ms. Lewis moved approval of item B(13). The motion passed, Commissioners Lewis, George, and Stern voting aye. Mr. Paolo stated that the plotter in item B(14) could also be included in the online sale.

14. **B. O. 09-796** - Consideration of declaring an HP DesignJet plotter from the Surveyor's Office as surplus county property to be sold on the county's website.

Ms. Lewis moved approval of item B(14). The motion passed, Commissioners Lewis, George, and Stern voting aye.

Policy

15. **Continued to next week** - Consideration of approval of an updated policy on the use of

county telephones.

Project Updates

16. Update on the county radio system project by Murray Paolo. *[No formal action taken.]*

Mr. Paolo provided an update of the radio system project (see Exhibit A). He proposed using any remaining funds from the Eola Hills grant for the bidirectional loop switches. Ms. Lewis agreed with the suggestion. She said that the county would try to commission the microwaves with in-house staff, but could potentially have Adcomm help with that. She stated that the budget is in good shape to cover that as well as installation costs.

17. Update on the review/acquisition process for the Assessor/Planning server and software by Murray Paolo. *[No formal action taken.]*

Mr. Paolo provided an update of the server and software projects (see Exhibit A). He stated that although the tentative goal is to go live with the software in early 2011, it may take more time to develop the RFP. He said that he and Scott Maytubby would finalize the schedule and get that to the Board.

Committees

18. **B. O. 09-797** - Consideration of the reappointment of Fred Mickelson to the Housing Authority Board for a five-year term to expire December 31, 2014.

Ms. George moved approval of item B(18). The motion passed, Commissioners Lewis, George, and Stern voting aye.

C. **OLD BUSINESS:** None.

D. **OTHER BUSINESS** (Add-ons and non-consent items):

1. **B. O. 09-798** - Consideration of the employment of Kim Pinson as Senior Office Specialist in the District Attorney's Office, temporary part-time, Range 10, Step 2, effective November 23, 2009, through June 30, 2010.

Ms. Stern moved approval of item D(1). The motion passed, Commissioners Lewis, George, and Stern voting aye.

2. **B. O. 09-799** - Consideration of a request for leave without pay for Lindsey Manfrin, HHS Public Health, effective January 28, 2010, through February 7, 2010.

Ms. George moved approval of item D(2). The motion passed, Commissioners Lewis, George, and Stern voting aye.

3. **B. O. 09-800** - Consideration of approval of Grant Agreement #26120 between the Transit Division, grantee, and Oregon Department of Transportation for preventive maintenance,

BOC Notes, 11/23/09

Murray Paolo

Radio Project

1)- Radio System.

- The Simulcast Radio Project is progressing along well.
- Since the BOC approved the contract with AdComm for the system design and engineering, the system has been designed, the equipment has been specified and ordered.
- The Tait radio equipment has shipped from New Zealand today.
- We anticipate arrival in about 10 days.
- Other auxiliary equipment has also begun to arrive.
- Current project financial status.
 - Balance left in the project budget of \$229,164.98 of unencumbered funds.
 - System is projected to come online in about 4 months. Early April.

2)- Mt. Hebo tower site.

- Tested and ready for use.
- need to make arrangements with West Valley and the Sheriff's Office about getting the channel programmed into their radios.

3)- The 700 mhz Regional Planning Committee.

- Wrapping up the final work on the Regional frequency plan.
- Final meeting is scheduled for next week.
- Good cooperation with the SIEC on coordination of the two groups and how they will work together.

4)- Two pending microwave Projects

- High Heaven to Eola Hills.
 - Grant funded, current unencumbered balance of \$25,196.70.
- Mt. Top East to Bald Peak.
 - Funded w/ combination of Title III and YCOM funds.

- The antennas have been ordered, and are scheduled to arrive the first week of December.
- Installation crew is ready to install the second week of December.

A&T Server project

- ##### 1)- New server hardware has arrived and been installed.

EXHIBIT A

- 2)- Unisys has been onsite and trained our IT staff.
 - 3)- All data bases have been successfully converted.
 - 4)- Running tests on the data at this time.
 - 5)- A User testing period will take place tentatively the second week of December.
 - 6)- Go live will occur after the User testing period.
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A&T Software acquisition project

- 1)- Scott has arranged for several vendors to come in and showcase their software.
- 2)- The RFP meetings have not yet begun.
- 3)- Scott and I are developing a projected schedule at this time.
- 4)- The Needs Analysis piece will be taking into account all the interfaces into and out from the Assessor's Office.
- 5)- Goal, to acquire and install the software in the coming fiscal year (2010/11).